

UTILITY OPERATIONS SUPERVISOR

PURPOSE: Responsible for the work of all assigned crews installing, operating, maintaining, and repairing City-owned utility systems and associated equipment.

FUNCTIONAL AREAS:

1. Plan, direct, organize, and evaluate Utility Operations programs the work of all assigned crews installing, operating, maintaining, and repairing City-owned utility systems and associated equipment.
 - * A. Establish and implement policies and procedures for Utility Operations.
 - * B. Plan, organize, and direct the installation, operation, maintenance, and repair of City-owned utility systems and associated equipment.
 - * C. Evaluate the effectiveness of Utility Operations.
 - * D. Establish and maintain records of operations; produce reports as required and requested.
 - * E. Respond to and satisfy customer complaints.
 - * F. Participate in budget development; approve budgetary expenditures.
 - * G. Assist in the development and monitoring of capital improvements and the Capital Equipment plan.
 - * H. Coordinate Utility Operations projects and programs with other City departments, outside contractors, customers, and the general public.
 - * I. Perform other tasks as assigned.
2. Supervise assigned personnel.
 - * A. Prioritize, schedule, and assign work.
 - * B. Effectively recommend the hire, transfer, promotion, and suspension or discharge of subordinate personnel.
 - * C. Establish work standards, provide feedback and coaching, and conduct employee evaluations.
 - * D. Discipline assigned personnel as necessary.
 - * E. Provide for the training of employees in proper and safe work methods and procedures.
 - * F. Effectively recommend adjustments or other actions in employee grievances.
 - * G. Delegate authority and responsibilities to others as needed.
 - * H. Disseminate instructions and information to employees through oral and written instructions.
 - * I. Supervise the ordering of supplies, materials, and equipment.
 - * J. Participate in pre-construction design and development review meetings related to Utility Operations.

JOB REQUIREMENTS

Experience and Education Requirements:

- ◆ A. A bachelors degree in engineering or science plus 2 years experience in supervising the operation of a Minnesota Class S-A, S-B, S-C, A, B, or C system or facility, or:
- ◆ B. At least six years experience in the operation of a Minnesota Class S-A, S-B, S-C, A, B, or C system or facility, with at least two years of that being supervisory level experience.

License Requirements:

- ◆ A. Possess and maintain a valid Minnesota Driver's License, or equivalent.
- ◆ B. Possess and maintain a Minnesota Class S-A Wastewater Treatment License within two years of appointment.
- ◆ C. Possess and maintain a Class D Water Operators License within one year of appointment.

Knowledge Requirements:

- ◆ A. Thorough knowledge of municipal utilities, particularly as related to the construction, maintenance, and operation of water, gas, and sewer systems.
- ◆ B. Knowledge of electronics, electricity, hydraulics, and mechanics.
- ◆ C. Knowledge of large pumps and piping systems.
- ◆ D. Knowledge of large electric motors and electrical/electronic/computer control systems.
- ◆ E. Knowledge of applicable safety laws, rules, and regulations.
- ◆ F. Knowledge of the principles of project planning, implementation, and evaluation.
- ◆ G. Knowledge of budgeting, including the principles of cost accounting.
- ◆ H. Knowledge of the basic specifications, operating capabilities, and applications of equipment and vehicles used in Utility Operations maintenance such as piping systems, large pumps, light and heavy duty maintenance construction equipment, electric motors and electrical/electronic controls.
- ◆ I. Knowledge of accepted supervisory practices.
- ◆ J. Knowledge of labor relations and the labor agreements.
- ◆ K. Knowledge of local, state, and federal laws and regulations related to Utility Operations.
- ◆ L. Knowledge of other agencies related to Utility Operations activities.

Skill Requirements:

- ◆ A. Skill in evaluating and analyzing operations and procedures related to divisional activities.
- ◆ B. Skill in effectively communicating and preparing concise written and oral reports.
- ◆ C. Skill in resolving customer complaints and concerns.
- ◆ D. Skill in supervising others in an open and participative work environment.
- ◆ E. Skill in applying accepted principles of utility operations.

Ability Requirements:

- ◆ A. Ability to read and interpret plans, specifications, and other technical literature.
- ◆ B. Ability to transport oneself to, from, and around construction projects throughout the City.
- ◆ C. Ability to design and deliver presentations.
- ◆ D. Ability to set performance standards and goals.
- ◆ E. Ability to interpret and analyze collected data and descriptive statistics such as reports to the EPA, MPCA and WLSSD.
- ◆ F. Ability to research new products and contract services, collect bids, and make price comparisons.
- ◆ G. Ability to establish and maintain effective working relationships with coworkers, customers, and the general public.

- ◆ H. Ability to work outside in inclement weather.
- ◆ I. Ability to work at height above an excavation; and to climb into and out of excavations.
- ◆ J. Ability to attend work on a regular basis.
- ◆ K. Ability to lift and carry up to 50 pounds occasionally and frequently lift and carry up to 25 pounds.

* Essential functions of the position.

- ◆ Job requirements necessary on the first day of employment.

Anlst: CT	Class: 1550	Union: Supervisory	Pay: 1080-1095	CSB: 20090407
CC: 20090615	Res: 09-0349R	EEOC: Skilled Craft	EEOF: Utilities/Transportation	WC: 7520